

3. Ainsley House/Library Parking Lot: This lot is available for employees and the public as needed on a first come, first served basis.

J. Police Facilities and Building Use Regulations

1. Squad Room:

- (a) Consumption of food shall not be permitted in the Squad Room.
- (b) Meetings held in Squad Room must be police connected only.
- (c) Any requests for other meetings in the Squad Room shall be approved by the Chief of Police.

2. Briefing Room:

- (a) Beverage and food consumption in this area only, unless otherwise specified under the following headings.

3. Conference Room:

- (a) Consumption of food and beverages will be permitted in Conference Room during meetings only.

4. Coffee Breaks:

- (a) Coffee pots are not permitted in the offices.

5. Animals:

- (a) There shall be no animals in police facilities with the exception of seeing eye dogs.

K. Enforcement: Enforcement of these regulations shall be the responsibility of the Department Supervisor and management personnel as they relate to each department. Enforcement of regulations outside of individual departments shall be the City Manager's Office in cooperation with the Building Department.

10.2 Commemorative Activities and Landscape Memorial Fund This section sets forth criteria and procedures relating to the approval of memorial activities and/or objects at City facilities or on City property.

- 1. Under this policy, a memorial activity shall be defined as any of the following activities and/or objects:
 - a. Installation of a plaque and/or other piece of art in memoriam for placement on City property.

- b. Donation of City facilities fixtures (park bench, tree, or other landscaping) in memoriam.
 - c. Donation of money to the Landscape Memorial Fund.
 - d. Dedication of a City building, structure, room or other facility in memoriam.
2. All requests for memorials shall be submitted in writing to the City Manager's Office where they will be reviewed based on the criteria outlined in Paragraphs 3 and 4 below. If it is determined that the request meets the established criteria, then it will be presented, for consideration, to the Civic Improvement Commission who will provide a recommendation to the City Council regarding approval or denial of the request. The City Council will make the final decision regarding commemorative activities.
3. The person or persons being memorialized must be deceased a minimum of two years.
4. The following criteria shall be used in evaluating the merit of each request for a memorial:
- a. The person or persons being memorialized made extraordinary, lasting and significant contributions to the Campbell community.
 - b. The person or persons made a significant donation to the City, resulting in the acquisition of property, buildings, etc.

Satisfying the above criteria does not assure City Council approval of a memorial request.

5. Approved memorials shall be appropriately designed, complementing the design and architecture of its surroundings, and shall not place a significant additional maintenance burden on the City.
6. Donations, with no corresponding memoriam, may be made at any time to the Landscape Memorial Fund.
7. Donors contributing to the Landscape Memorial Fund may choose the memorial according to the approved landscape plan. Purchasing and planting shall be accomplished by the City of Campbell.
8. Donors to the Landscape Memorial Fund may choose from the following sites:
- a. John D. Morgan Park
 - b. Los Gatos Creek Trail
 - c. Virginia Park
 - d. Campbell Park
 - e. Edith Morley Park
 - f. Jack Fischer Park
 - g. Campbell Community Center
 - h. Other future Parks

9. If a memorial is to be placed in a City Park facility, the request shall be reviewed by the Parks and Recreation Commission prior to execution.
10. The City shall not pay memorial installation costs unless the memorial request was initiated by the City.
11. Maintenance and upkeep of memorial objects in or at City facilities shall be the responsibility of the City.
12. A record book of donors shall be maintained in the City Clerk's office.
13. This policy shall not apply to the Heritage Theater, the Ainsley House, or the Campbell Historical Museum.

10.3 Public Safety Protection: Carnivals and circuses held within the City limits of Campbell shall be required to have a Police Officer on duty during daylight hours and during night hours they are open to the public. The number of officers required for such duty will be determined by the Chief of Police. Payment of wages for the off-duty police officers shall be borne by the carnival or circus at the prevailing rate per hour for each police officer. Any organization employing Police Department personnel will be charged for this service by the City at the prevailing rate per hour per police officer for this type of duty.

10.4 Burning of Condemned Buildings for Training Purposes: The burning of condemned buildings within the City for the purpose of providing training to personnel may occur with the approval of the Fire Chief. Prior to such burning, the building owner shall submit proof of clear title to the property and an approved permit to demolish the structure to the Fire Department Training Officer. The Fire Department Training Officer shall obtain necessary air quality permits to conduct the exercise. All training exercises shall be conducted using guidelines for conducting a safe training exercise.

10.5 Youth Employment Program: Participation in the Youth Employment Program will be limited to students residing in the city or its sphere of influence, unless a position cannot be filled without waiving the residency requirement. Participation in the program will be limited to one calendar year. Participation in the program will be limited to students under the age of 21 at the time of hiring.

10.6 Minimum Fire Engine Company Staffing Levels: It is the policy of the City Council of the City of Campbell that a minimum of three (3) persons will be assigned and maintained on each first line fire engine.